

Payroll Classes



DSP Applications Basics

Two day course includes a review of the SCO Web site and help manual, IPOPS, I-Time, payroll calculations, Online Pay Stub, Online Reporting, Online Inquiry and Employee Self-Service. Provides information about policies and procedures within DSP Personnel/Payroll Applications, in conjunction with Idaho Code.

Aug 18 & 19, 2010	8 a.m. – 4 p.m.
Oct 27 & 28, 2010	8 a.m. – 4 p.m.
Feb 2 & 3, 2011	8 a.m. – 4 p.m.
May 25 & 26, 2011	8 a.m. – 4 p.m.
Aug 17 & 18, 2011	8 a.m. – 4 p.m.
Oct 26 & 27, 2011	8 a.m. – 4 p.m.

Payroll offers a variety of training sessions in addition to those listed above. For additional DSP training information call 208-334-3100

Travel Express.net has arrived!

The DSA's first Web application is now upgraded to .NET technology like P-Card and our other Statewide Accounting Applications. This upgrade also includes many new features:

Requester/Traveler Menu

- Create Request
- View/Edit Request
- Create Voucher
- View/Edit Voucher
- Create Voucher (from an approved request)
- Return to Travel Express Menu

It links to the Federal per diem tables to accommodate the creation of travel reimbursement. Reimbursements are generated online and create a direct interface to STARS. Enhanced calculations for mileage and daily per diem by meal. Submit travel requests and update with voucher information when trip is complete.

Status	Voucher	Attachment	Report
Status	Draft	Requester	MARY EVERILL
Allowed Amount	P-Card Charges	Advances	
\$213.00	\$0.00	\$0.00	
Destination: SAN FRANCISCO, CA (07/01/2010 6:45 AM - 07/03/2010 7:30 AM)			
Voucher	Per Diem	Travel Mode	Misc Exp
Date	Allowed Meals	P-Card Meals	Brkfst Lunch Dinner Mileage Mileage Amount
07/01/2010	71.00	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="text" value="0"/> <input type="text" value="0.00"/>
07/02/2010	56.80	0.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="text" value="0"/> <input type="text" value="0.00"/>
07/03/2010	71.00	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="text" value="0"/> <input type="text" value="0.00"/>
	\$198.80	\$0.00	0 \$0.00

Watch for our **Open House** and come see what the excitement is all about.

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## Office of the Idaho State Controller Donna M. Jones

### Accounting & Payroll Training Schedule FY 2011



## Great Communication Starts With Training!

<http://www.sco.idaho.gov/>

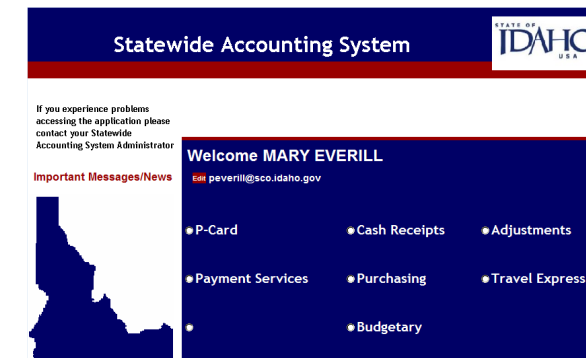
Agency specific Accounting & Payroll classes can be customized and held at your facility or ours. For more information contact Patti Everill, (208) 332-8799 or

DSP training, (208) 334-3100  
[SCOtrainer@sco.idaho.gov](mailto:SCOtrainer@sco.idaho.gov)  
[DSPrainer@sco.idaho.gov](mailto:DSPrainer@sco.idaho.gov)

## Statewide Accounting System

A robust suite of Web applications to streamline data processing

**P-Card**  
**Payment Services**  
**Cash Receipts**  
**Purchasing**  
**Budgetary**  
**Adjustments**



Applications that leverage the robust computing power of STARS with state-of-the-art Web technology. Save your agency time and money with these quick to learn applications. As with other DSA applications, setup is agency specific. Agencies can schedule time for agency specific training to help convert to the new process.

**\*\*Coming in FY 2011\*\***  
**Travel Express .Net**

# DSA Systems Training

## STARS Basics

Learn STARS basics: entering, editing and deleting batches, using the online reference manuals and forms. Review STARS helpdesk frequently asked questions. Learn how transaction codes work, take a high-level look at agency structures, PCA/Index, grants and projects, and learn how they affect the ability to enter and retrieve data.

|              |                 |
|--------------|-----------------|
| Aug 17, 2010 | 8 a.m. – 4 p.m. |
| Oct 26, 2010 | 8 a.m. – 4 p.m. |
| Feb 1, 2011  | 8 a.m. – 4 p.m. |
| May 24, 2011 | 8 a.m. – 4 p.m. |
| Oct 25, 2011 | 8 a.m. – 4 p.m. |

## FAS Basics

Learn the basics: function keys, hold-file, day-to-day data entry. You will work with your own data.

|              |               |
|--------------|---------------|
| Sep 28, 2010 | 8 a.m. – Noon |
| Feb 9, 2011  | 8 a.m. – Noon |

## STARS - FYE Preparation

In-depth training relating to FYE issues: encumbrances, document file, interagency billing, structure changes, warrant cancellations, FAS hold-file, payroll dates and reports. Training includes a review of STARS FYE closing schedule for entries to STARS and year-end closing topic-by-topic.

|                |                  |
|----------------|------------------|
| March 16, 2011 | 9 a.m. – 11 a.m. |
|----------------|------------------|

# Statewide Accounting System



A full suite of Web-applications is available to assist agencies in processing transactions to be interfaced to STARS. All applications are agency administered and easily accessible. Implementation and training is scheduled on an agency by agency basis. All modules have grid entry, with lookup features for vendors, PCA/Index, grants, etc. Transactions validate against STARS tables, and scanned support documents can be attached. Call today and see how these applications can streamline your processes.

## P-Card.NET



In depth review of FYE payment processing and the posted pending process. Reconciling and clearing P-Card Liability Account GL-2105.

|               |                  |
|---------------|------------------|
| June 15, 2011 | 9 a.m. – 11 a.m. |
|---------------|------------------|

# Reporting and Review Training Sessions

## CAFR Beginning Sessions

Comprehensive tour of all GAAP reporting packages, changes made to the packages, challenges encountered in prior years and review of new accounting standards.

|              |                       |
|--------------|-----------------------|
| May 5, 2011  | 1:30 p.m. – 4:30 p.m. |
| May 11, 2011 | 9:00 a.m. – Noon      |

## CAFR Intermediate Sessions

Review of changes to the GAAP reporting packages, challenges encountered in prior years, and review of new accounting standards.

|              |                       |
|--------------|-----------------------|
| May 3, 2011  | 9 a.m. – 11:00 a.m.   |
| May 11, 2011 | 1:15 p.m. – 3:15 p.m. |

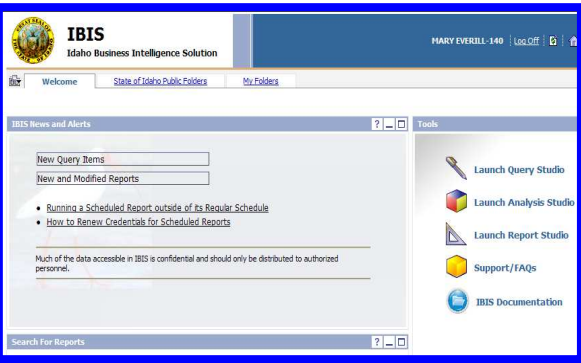
## Internal Controls

Learn why internal controls are important and who is responsible to keep them in place. Class will cover the primary objectives and 17 points of focus for internal controls.

|              |                        |
|--------------|------------------------|
| May 4, 2011  | 8:15 a.m. – 10:15 a.m. |
| May 14, 2009 | 1:15 p.m. – 3:15 p.m.  |

Questions regarding GAAP reporting packages and training should be directed to Carol Bearce [cbearce@sco.idaho.gov](mailto:cbearce@sco.idaho.gov) and Internal Controls to Brandon Purcell [bpurcell@sco.idaho.gov](mailto:bpurcell@sco.idaho.gov)

# IBIS Idaho Business Intelligence Solution



## Query Studio – BI 8.3

Learn data and functionality for building ad hoc reports. Understand how the reporting groups are defined. Class will cover inserting data, building filters to limit data extraction, calculated fields, scheduling reports and review of the Statewide Reports available for agency use.

|                |                       |
|----------------|-----------------------|
| Sep 21, 2010   | 8:00 a.m. – 4:00 p.m. |
| Nov 16, 2010   | 8:00 a.m. – 4:00 p.m. |
| Jan 25, 2011   | 8:00 a.m. – 4:00 p.m. |
| March 22, 2011 | 8:30 a.m. – 3:30 p.m. |
| May 3, 2011    | 8:30 a.m. – 3:30 p.m. |
| June 21, 2011  | 8:30 a.m. – 3:30 p.m. |

## Report Studio

Licensed users can call Patti to schedule time to design and build reports. Must have one month working in Query Studio prior to learning Report Studio.